

July 2003

Guidelines for Higher Education Accountability Plans

Section 601(7) of the 2001-03 Operating Budget required the following:

*“Each institution receiving appropriations under sections 604 through 609 of this act shall submit a biennial plan to achieve measurable and specific improvement each academic year as part of a continuing effort to make meaningful and substantial progress towards the achievement of long-term performance goals. The plans, to be prepared at the direction of the higher education coordinating board, shall be submitted by August 15, 2001. The higher education coordinating board shall set biennial performance targets for each institution and shall review actual achievements annually. Institutions shall track their actual performance on the statewide measures as well as faculty productivity, the goals and targets for which may be unique to each institution. A report on progress toward statewide and institution-specific goals, with recommendations for the ensuing biennium, shall be submitted to the fiscal and higher education committees of the legislature by **November 15, 2003.**”*

Section 601(10) of the 2003-05 Operating Budget signed on June 26, 2003, contains identical language, with the exception of changes in year(s):

*“Each institution receiving appropriations under sections 604 through 609 of this act shall submit a biennial plan to achieve measurable and specific improvement each academic year as part of a continuing effort to make meaningful and substantial progress towards the achievement of long-term performance goals. The plans, to be prepared at the direction of the higher education coordinating board, shall be submitted by **August 15, 2003.** The higher education coordinating board shall set biennial performance targets for each institution and shall review actual achievements annually. Institutions shall track their actual performance on the statewide measures as well as faculty productivity, the goals and targets for which may be unique to each institution. A report on progress toward statewide and institution-specific goals, with recommendations for the ensuing biennium, shall be submitted to the fiscal and higher education committees of the legislature by **November 15, 2005.**”*

Intersection of the deadlines specified in the budget language of the two biennia result in four important accountability deadlines occurring during the last half of 2003. The following guidelines specify the deadlines and requirements for submitting accountability plans and data.

1) August 15, 2003: 2003-05 Accountability Plans are Due to the HECB.

The accountability plans should be divided into two parts:

Part I. Strategies implemented in 2001-03:

This section should summarize each institution's experience during the previous biennium through a brief description of the strategies used to affect the performance measures. What worked, what didn't, and why?

Part II. Strategies planned for 2003-05:

Based on lessons learned in 2001-03, each institution should describe their plans for improving performance, and for meeting the following long-term performance goals:

<i>Accountability measure</i>	<i>Long-term performance goal:</i>
a. Undergraduate graduation efficiency index	
For students beginning as freshmen	95%
For transfer students	90%
b. Undergraduate student retention:	
Research universities	95%
Other public four-year institutions	90%
c. Five-year graduation rate	
Research universities	65%
Other public four-year institutions	55%
d. Faculty productivity	Institution-specific
e. Optional institution-specific measures	Institution-specific

In this section, each institution should also propose challenging intermediate targets on all of the performance measures, and may introduce targets to address improvements in performance measures for particular groups of students (e.g., retention of freshmen) This section should also include a detailed rationale for any changes the institutions would like to make to their institution-specific measures, and any other recommendations the institutions would like to include.

2) October 15, 2003: 2002-03 Accountability Data Reports are Due to the HECB

In 2002, the HECB reviewed accountability updates detailing 2001-02 progress toward goals. Now, each institution is required to submit a progress report of its performance on the statewide and institution-specific measures for 2002-03. The deadline for submission of these data is October 15, 2003, to allow for institution anomalies in reporting fall quarter enrollments. Templates for submitting these data will be sent by the HECB to the institutions in early September.

As part of its data submission, each institution will be required to recalculate the baseline from which to assess “measurable and specific improvement” on the basis of the average of fiscal years 1999, 2000, and 2001 for each statewide and institution-specific measure.

3) October 29, 2003: Higher Education Coordinating Board Meeting

The HECB will consider the institutions’ plans, recommendations, and progress toward accountability goals, and set biennial performance targets for each institution, along with any necessary recommendations.

4) November 15, 2003: Accountability Report Due to the Legislature

A comprehensive report on progress toward statewide and institution-specific goals, with recommendations for the ensuing biennium, will be submitted by the HECB to the fiscal and higher education committees of the Legislature.